

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

DIRECTIVE
NUMBER 30-7

14 June 2001

PERSONNEL

HQ USEUCOM Urinalysis Testing

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1. **Summary.** To establish procedures and responsibility for the conduct of urinalysis screening within HQ, USEUCOM.
 2. **Applicability.** This EUCOM DIRECTIVE applies to all members (assigned or attached) of Headquarters, United States European Command (USEUCOM).
 3. **Internal Control Systems.** This Staff Directive does not contain internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements.** The proponent of this EUCOM DIRECTIVE is ECCS-HC. Suggested improvements/ comments can be sent to HQ USEUCOM, ATTN: ECCS-HC, Unit 30400, APO AE 09131.
 5. **References.**
 - a. DoD Directive 1010.1, Drug Abuse Testing Program.
 - b. AR 600-85, Alcohol and Drug Abuse Prevention and Control Program.
 - c. OPNAVINST 5330.4B, Substance Abuse Prevention and Control.
 - d. AFI 44-120, Drug Abuse Testing Program.
 6. **Policy.** Urinalysis testing for personnel within HQ, USEUCOM will be administered under the auspices of current Department of Defense guidance and Service directives. Processing of all samples for HQ USEUCOM personnel shall be done through 6th Area Support Group's Biochemical Test Coordinator.

This Directive supersedes SM 30-4, dated 4 Apr 90

7. **General.**

a. Testing.

(1) 110% testing by random sampling, shall be administered by the Command Alcohol and Drug Coordinators.

(a) HQ USEUCOM Personnel. ECCS-HC will notify appropriate directorate executive officers, the day prior to the actual urinalysis, of the personnel to be tested, to include date, times, and location of the test. Personnel will be identified based on a random selection of Social Security Numbers. All military personnel are subject to testing.

(b) USEUCOM SAO/ODC Personnel. Testing will be conducted IAW HQ, USEUCOM ECIG inspection teams.

(c) Commander, Joint Analysis Center; Director, Marshall Center; Commandant, NATO School and Commander, European Stars and Stripes; will implement a urinalysis testing program for their command that will comply with paragraph 7a(1).

(2) The Command Alcohol and Drug Coordinator (UADC) will contact the Biochemical Test Coordinator (BTC) to coordinate for materials and staff assistance in administering tests.

b. Processing. All samples will be delivered to the BTC, with all appropriate paperwork, immediately after conduct of testing. Samples will be forwarded by the BTC, through established channels, for testing in CONUS.

c. Reporting. Reports of positive findings shall be reported to the BTC, who will forward reports to the respective service element having command authority for the member involved. The service element will immediately notify the appropriate Director.

d. Action. Judicial and Administrative action will be handled by the component activity holding such authority. Reports and appropriate action shall be forwarded in writing to the members Directorate and, if different from the command authority, to that organization.

8. **Responsibilities.**

a. ECCS-HC.

(1) ECCS-HC shall be the general manager of the Urinalysis Program for USEUCOM.

(2) ECCS-HC shall coordinate the training, through the BTC, for the Command Alcohol & Drug Coordinator.

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b. Director, Alcohol and Drug Control Office (ADCO).

(1) Alcohol and Drug Control Office, BTC will receive samples from command Alcohol & Drug Coordinators and forward them for testing.

(2) The BTC shall report all findings as specified in paragraph 7.c above.

(3) The BTC shall conduct training of directorate testing personnel, with coordination through ECCS-HC.

(4) The BTC will provide a monthly testing quota to HQ USEUCOM, ECCS-HC.

c. Observers will be E5 and above (selected by their Directors) IAW EUCOM Directorate duty roster maintained by ECJ1-A. Frequency of tasking will be based on the total number of individuals eligible to be tested in each Directorate.

d. Disciplinary and administrative action for personnel identified as substance abusers will be carried out by the appropriate commander, and/or their designated representatives.

FOR THE COMMANDER IN CHIEF:

OFFICIAL

DANIEL J. PETROSKY
Lieutenant General, USA
Chief of Staff

DAVID R. ELLIS
LTC, AG
Adjutant General

APPENDIXES
A - SEQUENCE OF EVENTS

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APPENDIX A**SEQUENCE OF EVENTS FOR URINALYSIS TESTING**

1. The test date and number to be tested is accomplished by the Commandant 48 hours prior to actual test date.
2. Coordination made between UADC (Unit Alcohol and Drug Coordinator) and BTC (Biochemical Test Coordinator) for supplies 48 hours prior to actual test date.
3. Executive Officers of appropriate Directorates will be notified the day prior to a scheduled urinalysis.
 - a. Select Observers. Observers (as tasked by appropriate directorates) will be instructed to report to ECCS-HC Conference Room at 0645 for mandatory briefing/instructions for the UADC.
 - b. Notify individuals to be tested. Individuals will be instructed that testing is mandatory and to report to the test site between 0700 and NLT 1200 hours. Once an individual reports for testing, he/she may only be released by the UADC. Test site will close promptly at 1200 hours.
 - c. Notify Commandant, HQ Commandant of any individuals selected to test that are not available for testing. Only authorized reasons are:
 - (1) TDY from geographical location.
 - (2) On a previously approved leave.
 - (3) Hospitalized.
4. Upon completion of Urinalysis Test the UADC will hand carry all samples and paperwork directly to Panzer Community Counseling Center and deliver to BTC.
5. BTC will process samples IAW appropriate directives/ regulations.

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